TRAINING NEWSLETTER
May 2006

NEW PDS INSTRUCTORS & COURSE OFFERINGS!

Performance & Development Solutions (PDS) is dedicated to providing Iowa government employees with the latest in employee development opportunities. This year PDS is proud to welcome several new training professionals who will facilitate *fifteen* new programs for PDS!

Ann Wright
DiSC profiles, Dimensions of Behavior, and Time Mastery

Donna Honold and Chris Henry-Battell
Working with Employees: A Counseling Approach

Bill Swetmon
Communication Enhancement
Business and Organizational Ethics

Rachel Hjelmaas
Open Records / Public Meetings

Bill Angrick
Citizen's Aide / Ombudsman

Rita Rizzo
Developing a Customer Focused Organization
Managing Generational Differences at Work

Tammy Rogers
Building Departmental Communities
Creative Thinking & Problem Solving

Existing training professionals, Carol Tripp and Doug Whittle, will also be facilitating several new classes for PDS.

Carol Tripp
Managing Effective Meetings and Teamwork Skills

Doug Whittle
The Art of Win-Win Negotiating
Dimensions of Leadership
Insights Profiles
The Effective Facilitator

FOUNDATIONS OF GOV'T

In an attempt to broaden the scope and create a more valuable, unique learning experience, the Quality in Rulemaking (QRA) Certificate Program has recently evolved into the Foundations of Government Certificate Program.

New Curriculum

The Foundations of Government Certificate is made up of the nine existing QRA courses and four courses joined the program, including:

Legislative Process in Iowa Government
Overview of State Government Finances
Open Records / Public Meetings
Citizen's Aide/Ombudsman

In order to receive the certificate, participants need to attend ten (10) courses designated in the certificate program. With thirteen (13) courses in the certificate curriculum, participants are allowed to pick and choose which courses are most in line with their specific area of interest.

This Certificate is a valuable, unique experience, especially for those new to state government and those directly or indirectly involved in policymaking and its administrative law subset.

Upcoming Classes

The Rulemaking Process
May 19 (8:30 – 10:30)

Ethics for the Rulemaker
May 19 (10:30 – 12:00)

Does a class sound interesting to you, but you don't know how to sign up, or who you need to talk to?
Contact Leslie Davenport with PDS at 515-281-5456 for assistance!

MAY CLASSES

Preventing Sexual Harassment: May 9 (1:30 – 4:30)
All employees have the right to work in an environment free of harassment. This course is strongly recommended for ALL staff members on a regular basis.

Listening, The Forgotten Skill: May 12 (8:30 – 4:30)
Many of us hear, but do we really listen? This class will help improve listening skills, which can lead to improved job efficiency and productivity.

Ethics in the Workplace: May 17 (8:30 – 12:30)
Trust is one of the most important assets of a healthy organization. The foundation of trust lies in ethical behavior. This seminar explores ethics in the workplace and our own ethical values and behavior.

COMPUTER SKILLS

DAS – Information Technology Enterprise (ITE)
ITE Excel Level 1: May 17
ITE Excel Level 2: May 24-25

New Horizons Computer Learning Center
The schedule of various computer courses can be found on the PDS website see *Computer Training*.

NEXT MONTH!

Learn about the Department of Administrative Services' noteworthy training initiative…the DAS Journey to Excellence!

New training rooms for PDS…the move to the Hoover Building!

Visit the PDS website for more information about course offerings.
http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm
To enroll in a seminar, speak with your supervisor or agency's training liaison.
If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email pds@iowa.gov or call 515-281-5456